

# St. Pius X

## CSAC Communication Overview

The St. Pius X CSAC communication flow chart provides a general overview of communication protocol.

### 1. Committee/sub-committee and/or parents bring proposals to CSAC Executive

- Discussion may occur via telephone call, e-mail or a face-to-face meeting. Parent inquiries and/or concerns may also be brought to CSAC Exec and/or Administration. If a matter is CSAC related, the Executive will follow-up and consult with administration.

### Committee/sub-committee and/or stakeholder parents inform Executive about meeting dates, and forward any meeting Minutes.

- Please copy CSAC Executive when Committee, Sub-Committee or Parents put new proposals forward.

### 2. Proposal, once properly vetted and approved may move forward or CSAC Executive / Administration may place proposal as an item on CSAC Agenda.

- The majority of our Committee work is on-going and does not need to be formally presented at CSAC before proposals can move forward. New proposals require CSAC and Administration input and approval before moving forward (e.g., Mr. Sub Lunch proposal).

### 3. Committee/Sub-committee updates to be provided to Executive at least one week prior to next CSAC meeting.

- Providing Committee updates in advance of CSAC meetings will help the Executive anticipate discussions. General Committee updates are read by committee member as appropriate agenda items.

### 4. CSAC Executive provides Meeting Minutes and Agenda to CSAC members and Administration in advance of next CSAC meeting.

- CSAC Executive will strive to distribute Minutes one week prior, and the Agenda, at least two days prior to meetings. We appreciate that advance notice allows members more time to prepare any questions or comments.

### 5. CSAC Executive to provide CSAC members with relevant background to Chair's Report prior to next CSAC meeting.

- New topics/information to be discussed will be provided by Chairs in advance of CSAC meetings to allow members time to process and formulate questions or responses.

### 6. If appropriate, or if a Motion is required, CSAC Executive, Committee(s) and/or stakeholder parents create Action Plan to present to entire CSAC.

- For example, communication protocol followed with the "Mr. Sub Lunch" proposal.

### 7. If appropriate, Proposal item is put to motion at the monthly meeting.

Proposal may be accepted or denied, may be accepted with amendments/revisions, or may require more research.

### 8. CSAC communication is vetted through Administration before distribution to St. Pius Staff, Teacher and/or Parent community.

- All communication forwarded from CSAC to St. Pius staff, parent community and/or educational stakeholders' is vetted by administration first.

### 9. Approved CSAC communication is distributed via Room Parents and/or through office mail and copied to Administration and CSAC Executive.

- Electronic or hard copy when required. School secretary copied on room parent notices, Newsletters, Minutes & Agendas.